

JULY BAR EXAMINATION APPLICATION INSTRUCTIONS/FEES/CHECKLIST

If you have submitted a North Dakota law student registration application or a North Dakota bar examination application within the last three years, this is not the appropriate application. The appropriate application is the Supplemental Application located under the Bar Exam Application section located at: <http://www.ndcourts.gov/court/committees/BarBd/information.htm>

BAR EXAM FEE SCHEDULE & DEADLINES

If you are a current law student and it is after January 1 of your third year OR if your Juris Doctor degree was awarded not more than one year ago and you have not submitted an application in another state, this is the appropriate application and the following fees apply.

Applications to write the July examination must be postmarked by March 15 prior to the July examination for which application is made to avoid the assessment of a late examination filing fee.

APPLICATIONS POSTMARKED ON OR AFTER JUNE 1 WILL NOT BE ACCEPTED.

DEADLINES		TOTAL		BREAKDOWN OF FEES & PAYEE
If the application is postmarked by March 15	=	\$775	=	\$400 late law student registration filing fee \$150 examination fee (Payable by check or money order to "State Board of Law Examiners") and \$225 for the character and fitness investigation (Payable by check or money order to the National Conference of Bar Examiners. Fees may also be charged to your Visa or MasterCard, using the "Method of Payment" form attached to the Bar application.)

If the application is postmarked after March 15 and on or before May 1	=	\$875	=	<p>\$400 late law student registration filing fee \$150 examination fee and \$100 late examination fee (Payable by check or money order to “State Board of Law Examiners”)</p> <p>and</p> <p>\$225 for the character and fitness investigation (Payable by check or money order to the National Conference of Bar Examiners. Fees may also be charged to your Visa or MasterCard, using the “Method of Payment” form attached to the Bar application.)</p>
If the application is postmarked after May 1 and on or before June 1	=	\$925	=	<p>\$400 late character & fitness investigation fee \$150 examination fee and \$150 late examination fee (Payable by check or money order to “State Board of Law Examiners”)</p> <p>and</p> <p>\$225 for the character and fitness investigation (Payable by check or money order to the National Conference of Bar Examiners. Fees may also be charged to your Visa or MasterCard, using the “Method of Payment” form attached to the Bar application.)</p>

If your Juris Doctor degree was awarded more than one year ago or if you have submitted an application in another state, this is the appropriate application and the following fees apply.

DEADLINES	TOTAL		BREAKDOWN OF FEES & PAYEE
If the application is postmarked by March 15	\$450	=	<p>\$150 examination fee (Payable by check or money order to “State Board of Law Examiners”)</p> <p>and</p> <p>\$300 for the character and fitness investigation (Payable by check or money order to the National Conference of Bar Examiners. Fees may also be charged to your Visa or MasterCard, using the “Method of Payment” form attached to the Bar application.)</p>
If the application is postmarked after March 15 and on or before May 1	\$550	=	<p>\$150 examination fee \$100 late examination filing fee (Payable by check or money order to “State Board of Law Examiners”)</p> <p>and</p> <p>\$300 for the character and fitness investigation (Payable by check or money order to the National Conference of Bar Examiners. Fees may also be charged to your Visa or MasterCard, using the “Method of Payment” form attached to the Bar application.)</p>

If the application is postmarked after May 1 and on or before June 1	\$600	=	\$150 examination fee \$150 late examination filing fee (Payable by check or money order to "State Board of Law Examiners") and \$300 for the character and fitness investigation (Payable by check or money order to the National Conference of Bar Examiners. Fees may also be charged to your Visa or MasterCard, using the "Method of Payment" form attached to the Bar application.)
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Fees paid are not refundable.

CHECKLIST

The following items are required to be submitted to the State Board of Law Examiners (Board) as your bar examination application:

- Fees (according to schedule set out above)
- Request an NCBE number at <http://www.ncbex.org/NCBE-number>. Your unique NCBE number will be used for identification purposes when you take the Multistate Bar Examination and may be used as an identifier for other bar admission related purposes. NOTE: The online account you create to request an NCBE number is separate from your character and fitness electronic application account. Include your NCBE number on your application.
- National Conference of Bar Examiners (NCBE) application – fill out online, print and file ORIGINAL AND ONE COPY with the Board
- 2" x 2" recent photograph
- One executed original Board authorization and release form.
[\[http://www.ndcourts.gov/court/committees/BarBd/Release-general.pdf\]](http://www.ndcourts.gov/court/committees/BarBd/Release-general.pdf) This is in addition to the three NCBE release forms included in the bar application.
- Three NCBE release forms (originals) (included with the online Bar application)
- One executed original "Exam Petition" form
[\[http://www.ndcourts.gov/court/committees/BarBd/Exam-Petition.pdf\]](http://www.ndcourts.gov/court/committees/BarBd/Exam-Petition.pdf)
- Official pre-legal education transcripts sent directly from the registrar of the institution attended
- Official legal education transcript reflecting receipt of the JD degree sent directly from the registrar of the institution attended
- Copy of the law school application forwarded directly by the law school admission office to the Board

- Requests for special testing accommodations must accompany this application and will be referred to the Board for consideration. Forms are available at: [Testing Accommodations forms](#).

Retain a copy of your registration application for your records as requests for a copy will involve a copying charge.

Return ORIGINAL AND ONE COPY of completed application and all fees to:

State Board of Law Examiners
Judicial Wing, 1st Fl.
600 E Boulevard Ave.
Bismarck, ND 58505-0530

APPLICATION PROCESS:

1. File application with required documentation and fees. Make arrangements for outside documents to be filed with the State Board of Law Examiners (Board). Remind your references and former and present employers to promptly respond to the reference request from the National Conference of Bar Examiners (NCBE).
2. Receive a confirmation letter from the Board. Sometimes a request for further information will be included in the letter. Promptly respond to any request for absent or additional documentation.
3. May receive correspondence directly from NCBE.
4. You will receive no confirmation that your character and fitness investigation is completed.
5. Your investigation is not finalized until after the examination. You do not need to pass the character and fitness investigation in order to sit for the North Dakota exam.

REMEMBER:

1. Each question on the application must be answered completely. If a question does not apply, enter N/A. Give complete addresses, including street names and numbers, city, state, and postal zip codes.
2. Include all adult charges – whether or not they were expunged. Include the officer's report, complaint, and disposition of charges.
3. Lawsuits – include summons, complaint, and disposition documents.
4. Be honest. If there is a question, err on the side of providing the information to the Board.

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